

## Board Meeting AGENDA

Sunrise Rotary Nov 14th Board Meeting

[Zoom Link](#)

### Consent Agenda

Minutes of previous meeting  
Treasurer's Report  
Attendance Report

### Board Discussions

2023-2024 [Calendar/EVENTS](#) items

### BY LAWS

The governing body of this club is its board of directors, consisting of the president, immediate past president, president-elect, president-nominee, three members at large, secretary, board secretary and treasurer.

### Committee Reports

#### Membership

Kyle Yanulavich Norsk Titanium visited 10/3  
Michael Pratt Cayman Island Sunrise Club  
Edger Fox (Sue)

#### Mayor's Cup

1st Thursday of Each month

#### International

Update in November; Was a great program presentation

#### Youth

Mental Health awareness with schools. BCS is interested  
Congressional award; Validators needed, High Tech

#### Speakers

#### Finance

Next meeting, October fundraising Eric and Michelle

### Small Contributions

Sue

**Old**

Nominating Committee Eric, Jeff, Sue, Vote in Dec.

Noon Connection Joint Paul Harris and Change over

Pollinator Garden

Partnering with the Town of Plattsburgh, Grant funding for the seeds

CVPH Gaming System Arrived, awaiting some missing parts

Breakfast costs

Recommendation from Finance Committee re: Breakfast/Room cost

**New**

SUNSET Meeting

**Adjournment**

## **Sunrise Rotary Club of Plattsburgh, NY Inc.**

### **Board Meeting – October 10, 2023**

#### **Minutes**

**Present:** Jessica Kline; Michelle Senecal; Roger Black; Eric McDowell; Tom Defayette; Adam Robert; Jim Snook; Ann Csorny, Sue LeBlanc-Durocher, and Michael Pratt

**Meeting** – The meeting was called to order. September 12, 2023, minutes were reviewed and approved. The treasurer's report was reviewed.

#### **Board discussions:**

Membership Committee – working with three potential new members.

Youth Program – Overview of current efforts will be presented to the club on November 7, 2023.

Board Structure – Concern was expressed due to the lack of a current President elect. There was discussion about considering looking at other smaller clubs in our area to see if there is an opportunity to merge to help build a base for Board positions going forward.

By Laws – There was discussion about how, when and who is responsible to amend By Laws. Jim will arrange for a review with the goal of developing a current document that reflects club operations and philosophies.

#### **Old Business:**

CVPH gaming system is delayed due to improving on system's mobility. The anticipated delivery date is fall of 2023.

#### **New Business:**

Small Donations Committee Chair, Sue LeBlanc-Durocher agreed to accept the position.

Mayors Cup – Sue provided an overview of the changes the committee is working on.

Adventures in Hi-Tech – a program supporting youth, the Board approved the funds to support three individuals to participate in this program.

Meeting adjourned

**Plattsburgh Sunrise Rotary  
Treasurer's Report  
October 31, 2023**

**Assets**

|  |    |                  |
|--|----|------------------|
| Cash on Hand (Change for Raffle/Foodshelf) | \$ | 100.00           |
| Checking Account - Community Bank          | \$ | 11,511.10        |
| Savings Account - Community Bank*          | \$ | 27,231.29        |
| CBNA CD                                    | \$ | 5,104.76         |
| CBNA CD                                    | \$ | 10,209.52        |
| CBNA CD                                    | \$ | 15,314.28        |
| Total Checking, Savings & CD's             | \$ | 69,470.95        |
| <b>Total Assets</b>                        | \$ | <b>69,470.95</b> |

**Liabilities**

|   |           |                 |
|---|-----------|-----------------|
| 50/50 Raffle 10/31/2023                     | \$        | 155.00          |
| Paul Harris Fellow Award - Community Member | \$        | 1,000.00        |
| Food Shelf Donations                        | \$        | 191.00          |
| Plattsburgh City Beach Wheelchair Project   | \$        | 173.22          |
| Polio Donations                             | \$        | 45.00           |
| Accounts Payable (Checks not cleared)       | \$        | -               |
| <b>Total Liabilities</b>                    | <b>\$</b> | <b>1,564.22</b> |

\*Community Bank includes \$3000 for the Pavilion Project

**Plattsburgh Sunrise Rotary  
Treasurer's Report  
October 31, 2023**

**Expenses since September 30, 2023 Report**

|  |           |               |
|--|-----------|---------------|
| <b>US Postmaster (Annual PO Box Fee)</b>     | <b>\$</b> | <b>194.00</b> |
| <b>MHAB Meeting 9/27, 10/3, 10/17, 10/24</b> | <b>\$</b> | <b>660.00</b> |
| <b>Easy Self Storage</b>                     | <b>\$</b> | <b>90.00</b>  |

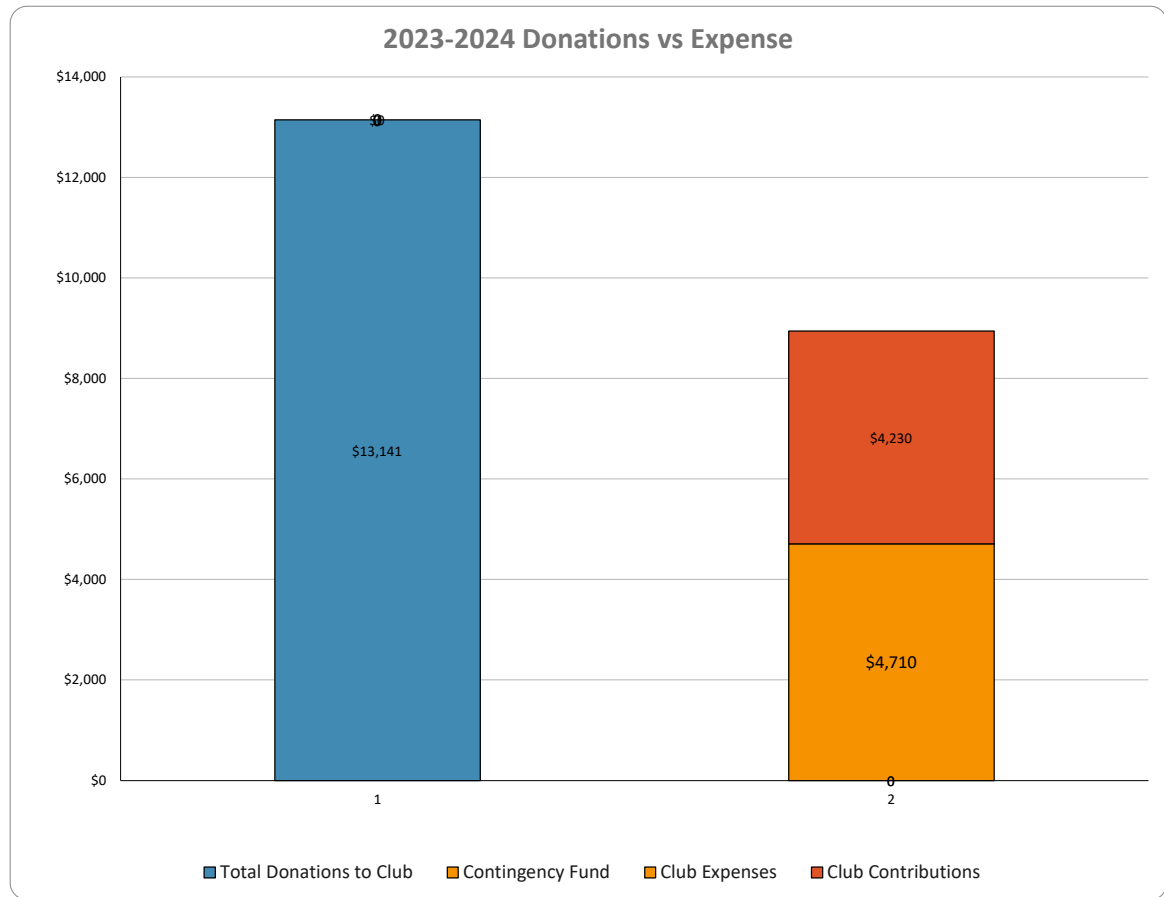
|   |           |                   |
|---|-----------|-------------------|
| <b>Actual Meeting Room Revenue thru 10/31</b> | <b>\$</b> | <b>1,310.00</b>   |
| <b>Actual Meeting Room Charges thru 10/31</b> | <b>\$</b> | <b>(1,485.00)</b> |
| <b>Net Profit/(Loss)*</b>                     | <b>\$</b> | <b>(175.00)</b>   |

|                                   |            |
|-----------------------------------|------------|
| <b>Annual Membership Dues</b>     |            |
| <b>Members Billed</b>             | <b>29</b>  |
| <b>Members Paid</b>               | <b>27</b>  |
| <b>% Collected thru 9/30/2023</b> | <b>93%</b> |

**SUNRISE ROTARY**  
**Budget vs Actual**  
**2023-2024**

|  | 2023-2024       | 2023-2024       | 2023-2024       |
|--|-----------------|-----------------|-----------------|
|  | Final Budget    | Mayor's Cup     | Actual YTD      |
|  | Jul'23 - Jun'24 | Jul'23 - Jun'24 | Jul'23 - Oct'23 |
| <b>Income</b>                          |                 |                 |                 |
| 4000 · Member dues                     | \$4,500         | \$4,500         | \$3,938         |
| 4010 · Mayor's Cup                     | \$22,000        | \$17,075        | \$7,038         |
| 4024 · Super Bowl Squares              | \$1,500         | \$1,500         | \$0             |
| 4028 · Community Sale Fundraiser       | \$3,000         | \$3,000         | \$0             |
| 4026 · Fundraiser/Donations            | \$0             | \$0             | \$101           |
| 4027 · Meeting Room Revenue            | \$0             | \$0             | \$1,262         |
| 4040 · 50/50 Raffle, Fines             | \$150           | \$150           | \$92            |
| 4045 · Annual Dinner/Holiday Party     | \$0             | \$0             | \$280           |
| 4100 · Interest income                 | \$1,200         | \$1,200         | \$430           |
| <b>Total Income</b>                    | <b>\$32,350</b> | <b>\$27,425</b> | <b>\$13,141</b> |
| <b>Expense</b>                         |                 |                 |                 |
| 4050 · Holiday Party/Annual Dinner     | \$200           | \$200           | \$0             |
| 4060 · Paul Harris Award               | \$1,540         | \$1,540         | \$0             |
| 5000 · Charitable donations & projects | \$4,000         | \$4,000         | \$0             |
| 4037 · Community Support (Parades)     | \$750           | \$750           | \$0             |
| 5001A · Soup Kitchen/Foodshelf         | \$500           | \$500           | \$0             |
| 5002 · Membership Committee            | \$250           | \$250           | \$0             |
| 5003A · Polio Fundraiser               | \$100           | \$100           | \$0             |
| 5003B · Environmental Committee        | \$550           | \$550           | \$0             |
| 5003C · Foundation Committee           | \$150           | \$150           | \$0             |
| 5005 · International Service Donations | \$5,000         | \$5,000         | \$2,500         |
| 5006 · Mayor's Cup Expense             | \$5,500         | \$1,734         | \$1,730         |
| 5007 · Youth Services                  | \$500           | \$500           | \$0             |
| 5010 · Dues                            | \$3,808         | \$3,808         | \$1,985         |
| 5011 · RYLA                            | \$250           | \$250           | \$0             |
| 5012 · Meeting Expense                 | \$500           | \$500           | \$0             |
| 5014 · Meeting Room Expense            | \$0             | \$0             | \$1,320         |
| 5015 · Miscellaneous                   | \$500           | \$500           | \$0             |
| 5023 · Bank Service Charges            | \$75            | \$75            | \$0             |
| 5025 · Conference expense              | \$600           | \$600           | \$0             |
| 5030 · Supplies                        | \$250           | \$250           | \$92            |
| 5031 · Storage Expense                 | \$1,080         | \$1,080         | \$360           |
| 5040 · Postage                         | \$200           | \$200           | \$194           |
| 5045 · Website                         | \$850           | \$850           | \$759           |
| <b>Total Expense</b>                   | <b>\$27,153</b> | <b>\$23,387</b> | <b>\$8,940</b>  |
| <b>Net Income</b>                      | <b>\$5,197</b>  | <b>\$4,038</b>  | <b>\$4,201</b>  |

|                         |          |         |
|-------------------------|----------|---------|
| Total Donations to Club | \$13,141 |         |
| Contingency Fund        | \$0      |         |
| Club Expenses           | \$4,710  |         |
| Club Contributions      | \$4,230  |         |
|                         | <hr/>    |         |
|                         | \$13,141 | \$8,940 |



# Balance Sheet

## Plattsburgh Sunrise Rotary Club

As of Oct 31, 2023

| ACCOUNTS                                  | Oct 31, 2023       |
|---|--------------------|
| <b>Assets</b>                             |                    |
| <b>Cash and Bank</b>                      |                    |
| CBNA CD (\$10K)                           | \$10,209.52        |
| CBNA CD (\$15K)                           | \$15,314.28        |
| CBNA CD (\$5K)                            | \$5,104.76         |
| Community Bank Checking                   | \$11,511.10        |
| Community Bank Savings                    | \$27,231.29        |
| Petty Cash                                | \$100.00           |
| <b>Total Cash and Bank</b>                | <b>\$69,470.95</b> |
| <b>Other Current Assets</b>               |                    |
| <b>Total Other Current Assets</b>         | <b>\$0.00</b>      |
| <b>Long-term Assets</b>                   |                    |
| <b>Total Long-term Assets</b>             | <b>\$0.00</b>      |
| <b>Total Assets</b>                       | <b>\$69,470.95</b> |
| <b>Liabilities</b>                        |                    |
| <b>Current Liabilities</b>                |                    |
| 50/50 Raffle                              | \$155.00           |
| Food Shelf Donations                      | \$225.00           |
| Gingerbread House - Adults & Children     | -\$165.00          |
| Paul Harris Award Community               | \$1,000.00         |
| Plattsburgh City Beach Wheelchair Project | \$173.22           |



| <b>Liabilities</b>                 |                   |
|------------------------------------|-------------------|
| Polio Donations                    | \$45.00           |
| <b>Total Current Liabilities</b>   | <b>\$1,433.22</b> |
| <b>Long-term Liabilities</b>       |                   |
| <b>Total Long-term Liabilities</b> | <b>\$0.00</b>     |
| <b>Total Liabilities</b>           | <b>\$1,433.22</b> |

| <b>Equity</b>                               |                    |
|---|--------------------|
| <b>Retained Earnings</b>                    |                    |
| Profit for all prior years                  | \$63,837.06        |
| Profit between Jul 1, 2023 and Oct 31, 2023 | \$4,200.67         |
| <b>Total Retained Earnings</b>              | <b>\$68,037.73</b> |
| <b>Total Equity</b>                         | <b>\$68,037.73</b> |

# Profit and Loss

## Plattsburgh Sunrise Rotary Club

Date Range: Jul 01, 2023 to Oct 31, 2023

| ACCOUNTS                           | Jul 01, 2023<br>to Oct 31, 2023 |
|------------------------------------|---------------------------------|
| <b>Income</b>                      |                                 |
| Annual Dinner / Paul Harris Dinner | \$280.00                        |
| Cache Elegant Donations            | \$100.50                        |
| Donations, 50/50, Happy \$\$       | \$92.00                         |
| Interest Income                    | \$430.33                        |
| Mayor's Cup                        | \$5,892.50                      |
| Mayor's Cup - T-Shirt Sales        | \$1,145.97                      |
| Meeting Room Revenue               | \$1,262.00                      |
| Member Dues                        | \$3,937.50                      |
| <b>Total Income</b>                | <b>\$13,140.80</b>              |

|                                 |               |
|---------------------------------|---------------|
| <b>Total Cost of Goods Sold</b> | <b>\$0.00</b> |
|---------------------------------|---------------|

|                                 |                    |
|---------------------------------|--------------------|
| <b>Gross Profit</b>             | <b>\$13,140.80</b> |
| As a percentage of Total Income | 100.00%            |

|                                 |            |
|---------------------------------|------------|
| <b>Operating Expenses</b>       |            |
| Annual Dues                     | \$1,985.28 |
| Bank Service Charges            | -\$0.40    |
| International Service Donations | \$2,500.00 |
| Mayor's Cup Expense             | \$1,730.00 |
| Meeting Room Expense            | \$1,320.00 |

| <b>Operating Expenses</b>       |                   |
|---------------------------------|-------------------|
| Postage                         | \$194.00          |
| Storage Expense                 | \$360.00          |
| Supplies                        | \$92.33           |
| Website Expenses                | \$758.92          |
| <b>Total Operating Expenses</b> | <b>\$8,940.13</b> |

|                                 |                   |
|---------------------------------|-------------------|
| <b>Net Profit</b>               | <b>\$4,200.67</b> |
| As a percentage of Total Income | 31.97%            |

**Sunrise Rotary  
Breakfast Analysis**

|                                    | <b>Cost</b>          | <b>Guests needed to<br/>break even</b> | <b>Avg Guests</b> |
|------------------------------------|----------------------|--|-------------------|
| <b>Full Breakfast</b>              | \$165/Wk             | 13.75                                  | 11                |
| <b>Coffee Only</b>                 | \$100/Wk             | 16.67                                  | 11                |
|                                    |                      |  |                   |
| <b>Meetings per month</b>          |                      | 2                                      |                   |
|                                    |                      |  |                   |
|                                    | <b>Annual Cost</b>   | <b>Avg \$ Collected/Yr</b>             | <b>Over/Short</b> |
| <b>Full Breakfast</b>              | \$3,960              | \$3,168                                | <b>(\$792)</b>    |
|                                    |                      |  |                   |
| <b>Coffee Only</b>                 | \$2,400              | \$1,584                                | <b>(\$816)</b>    |
|                                    |                      |  |                   |
|                                    | <b>Increase \$25</b> | <b>Over/Short</b>                      |                   |
| <b>Full Breakfast</b>              | \$725                | <b>(\$67)</b>                          |                   |
|                                    |                      |  |                   |
| <b>Coffee Only</b>                 | \$725                | <b>(\$91)</b>                          |                   |
|                                    |                      |  |                   |
|                                    | <b>Increase \$30</b> | <b>Over/Short</b>                      |                   |
| <b>Full Breakfast</b>              | \$870                | \$78                                   |                   |
|                                    |                      |  |                   |
| <b>Coffee Only</b>                 | \$870                | \$54                                   |                   |
|                                    |                      |  |                   |
| <b>Annual Dues Revenue</b>         | \$4,500.00           |  |                   |
| <b>Annual Dues Expense</b>         | \$4,000.00           |  |                   |
|                                    |                      |  |                   |
| <b>Net Revenue</b>                 | \$500                |  |                   |
|                                    |                      |  |                   |
| <b>Current Dues/Member</b>         | \$150                |  |                   |
| <b>Full Breakfast w/membership</b> | \$265                |  |                   |
| <b>Coffee Only w/membership</b>    | \$215                |  |                   |

|                            |         |
|----------------------------|---------|
| Annual Breakfast Expense   | \$2,400 |
| Dues available for Expense | -\$500  |
|                            | \$1,900 |
| 30 Members                 | \$63.33 |
| Current Dues + \$65        | \$215   |

#### Interest Deposits

|  |        |          |
|--|--------|----------|
|  | Oct-23 | \$107.39 |
|  | Sep-23 | \$109.47 |
|  | Aug-23 | \$109.20 |

## Customized Attendance Report

**Date Range: Sep 01, 2023 To Oct 31, 2023**

| Name                           | Sep 19, 2023 | Sep 26, 2023 | Oct 03, 2023 | Oct 17, 2023 | Oct 24, 2023 | Oct 31, 2023 | %        | Current Type | Notes                         |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|--------------|-------------------------------|
| Black, Roger                   | ✓            | ✓            | ✓            | ✓            | ✓            | ✓            | 100.00 % | Active       |                               |
| Brown, Jack                    |              |              |              |              |              |              | 100.00 % | Active       | Exempted Members Aug 24, 2015 |
| Chandler, Matthew              | ✓            | ✓            | ✓            | ✓            |              | ✓            | 83.33 %  | Active       |                               |
| Csorny, Ann                    | M            | M            | ✓            | ✓            | ✓            | ✓            | 100.00 % | Active       |                               |
| Dahlen, Joanne                 | ✓            |              | ✓            |              |              |              | 33.33 %  | Active       |                               |
| Dahlen, Kjell                  |              |              | ✓            |              |              | M            | 100.00 % | Active       | Exempted Members Aug 24, 2015 |
| DeFayette, Tom                 |              |              | ✓            | ✓            | ✓            | ✓            | 66.67 %  | Active       |                               |
| DeSnyder, Jake                 | ✓            |              | ✓            |              |              |              | 100.00 % | Active       | Exempted Members Aug 24, 2015 |
| Duley, Kathy                   |              |              |              |              |              |              | 100.00 % | Active       | Exempted Members Feb 02, 2017 |
| Eppler, Kathy                  | M            | ✓            |              |              |              | M            | 100.00 % | Active       | Exempted Members Apr 07, 2022 |
| Fisher, Connie                 | ✓            | ✓            | ✓            | ✓            |              | ✓            | 83.33 %  | Active       |                               |
| Giltz, Randy                   | M            | M            |              | ✓            | ✓            | ✓            | 83.33 %  | Active       |                               |
| Grindle, Bruce                 |              |              |              |              |              |              | 100.00 % | Active       | Exempted Members Aug 24, 2015 |
| Hulbert-Bruce, Allison         |              |              |              |              |              |              | 0.00 %   | Active       |                               |
| Karam, Nadine                  |              |              |              |              | ✓            |              | 16.67 %  | Active       |                               |
| Kline, Jessica                 | ✓            | M            | ✓            | ✓            | ✓            | ✓            | 100.00 % | Active       |                               |
| LaBombard, Tom                 | ✓            | ✓            | ✓            | ✓            | ✓            | ✓            | 100.00 % | Active       | Exempted Members May 01, 2016 |
| LeBlanc-Durocher, Susan        | ✓            | ✓            | ✓            | ✓            | ✓            | ✓            | 100.00 % | Active       |                               |
| Loreman, Thom                  |              |              |              |              |              |              | 0.00 %   | Active       |                               |
| McDowell, Eric                 | ✓            | ✓            | ✓            | ✓            | ✓            | M            | 100.00 % | Active       |                               |
| Neureuther, Ph.D., CSCP, Brian | ✓            | M            | ✓            |              | ✓            |              | 66.67 %  | Active       |                               |
| Total: 29 members              |              |              |              |              |              |              |          |              |                               |

| Name              | Sep 19, 2023 | Sep 26, 2023 | Oct 03, 2023 | Oct 17, 2023 | Oct 24, 2023 | Oct 31, 2023 | %        | Current Type | Notes |
|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|--------------|-------|
| Prescott, Jeff    | ✓            | ✓            | ✓            | ✓            | ✓            | M            | 100.00 % | Active       |       |
| Queguiner, Libby  | M            | ✓            | ✓            |              |              |              | 50.00 %  | Active       |       |
| Reitsema, Wouter  |              |              |              |              |              |              | 0.00 %   | Active       |       |
| Robert, Adam      | ✓            | ✓            |              | ✓            | ✓            | M            | 83.33 %  | Active       |       |
| Senecal, Michelle | ✓            | ✓            | ✓            | ✓            | ✓            | M            | 100.00 % | Active       |       |
| Snook, James      | ✓            | ✓            | ✓            | ✓            | M            | ✓            | 100.00 % | Active       |       |
| Sterling, Joan    |              |              |              |              | ✓            |              | 16.67 %  | Active       |       |
| Varin, Brittany   | ✓            | ✓            | ✓            | M            | M            |              | 83.33 %  | Active       |       |
| Total: 29 members |              |              |              |              |              |              |          |              |       |

Note: ✓ indicates that the member attended this meeting.

M indicates that the member has a makeup assigned to this meeting.

[Empty] indicates that the member missed this meeting.

Purple indicates that the member was on Leave of Absence during this meeting.

Blue indicates that the member is Exempted or Excused as of this meeting.

Gray indicates that the member was inactive during this meeting.